



**Program Development Grant  
Request for Proposal  
Application and Instructions  
Federal Fiscal Year  
2013-14**

**Cycle 36**

**Deadline:  
October 24, 2013 @ 5:00 p.m.**

**No faxes or emails will be accepted**

**The application packet is available at:  
[www.scdd.ca.gov](http://www.scdd.ca.gov)**

**If you would like to have a hard copy mailed to you or if you have any  
questions regarding the grant process:**

**Please call (909) 890-1259**

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## **INTRODUCTION**

The California State Council on Developmental Disabilities (SCDD), administers grants to community-based organizations to fund new and innovative projects. All projects are required to address one or more of the goals and objectives in the California State Plan on Developmental Disabilities (State Plan) and improve and enhance services for Californians with developmental disabilities and their families. Program Development Grants (PDG) provide funding for new approaches to addressing the needs of Californians with developmental disabilities that are part of an overall strategy for systemic change. Each area board selects one or more specific goals and/or objectives from the State Plan and seeks proposals that contribute to the implementation of the Plan.

Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402), SCDD has allocated \$10,000 per area board for local projects to be awarded in Cycle 36.

### **Federal and State Law**

The SCDD is a California state agency established by federal and state law. Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402), SCDD is to develop and implement a State Plan to support advocacy, capacity building, and systemic change activities that are consistent with promoting a consumer and family-based system of services and supports. The goal of the federal law is to enable individuals with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion.

The Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code, section 4540 et.seq) directs SCDD to conduct activities related to meeting the objectives of the Plan, including activities to demonstrate new approaches to serving individuals with developmental disabilities and their families that are part of an overall strategy for systemic change.

### **Program Development Grant (PDG)**

The PDG is one vehicle used by the Council to meet both the federal and state mandates. PDG projects are the primary method of providing resources to initiate new and innovative services and supports for Californians with developmental disabilities and their families.

Grants are awarded on a federal fiscal year cycle, consistent with the goals and objectives outlined in the SCDD State Plan. While the grants provide for immediate funding leading to the creation or expansion of services, applicants are expected to secure ongoing funding for sustainability of the work proposed.

Grants awarded through this Request for Proposal (RFP) will be administered through the Council's local area board offices. During the PDG process, the area board is to: (1) ensure that all proposals are fairly and consistently reviewed and evaluated; (2) comply with State and Federal laws and policies; (3) provide assistance to applicants; and (4) recommend awarding grants to the highest ranked proposal(s) based on available funding.

### **THE SCDD STATE PLAN (STATE PLAN)**

The State Plan defines critical, current, and emerging issues facing Californians with developmental disabilities and their families. The State Plan is developed with extensive community input from stakeholders throughout California. The State Plan also provides information to the Federal Administration on Developmental Disabilities on how the Council will invest its resources. The State Plan can be accessed on the SCDD web site: <http://www.scdd.ca.gov/stateplan.htm>

### **PDG APPLICATION REQUIREMENTS AND TIMELINE**

1. Proposals must include measurable identifiable outcomes.
2. The application must be complete and meet all of the requirements set forth in this Request for Proposal.
3. Applicants are responsible for providing accurate, current, and complete information about their organization and proposed project.
4. The final decision regarding selection of proposals to be funded is the responsibility of the State Council on Developmental Disabilities.
5. Timelines

Application Deadline	October 24, 2013
Public Notice of Selection of Awardee	November 15, 2013
Protest Period	November 15-25, 2013
*Award Notification	November 27, 2013
Anticipated Funding of Approved Proposals	January 1, 2014
Completion of Project	September 30, 2014

*\*Pending successful completion of the protest period*
6. Any proposals received after **October 24, 2013** regardless of the postmarked date will be returned to the applicant.
7. The area board will not accept faxed or e-mailed documents pertaining to the application process.
8. A complete application, including all the required documentation must be received by 5:00 p.m. on October 24, 2013 at:

**Area Board 12 Office**  
**650 E. Hospitality Lane, Suite 280**  
**San Bernardino, CA 92408**

9. Prior to posting the “Notice of Intent to Award Contracts” and during the protest period all proposals will be designated confidential. After the protest period ends, all proposals received are a matter public record.

## **FUNDING OF PROJECTS**

Funding of projects is contingent on receipt of federal funds. After the announcement of a grant award, changes in the level of federal allocation to California could result in the reduction of funds or withdrawal of some or all funded proposals.

The Council assumes no responsibility for costs incurred by the applicant for the development or submission of a proposal.

The Council may reduce the level of funding requested in a proposal. If the requested amount is proposed to be reduced, the applicant will be asked if they want to proceed with the process. If the applicant wishes to proceed, a revised budget will be required to be submitted with the revised funding request.

Successful applicants will submit all invoices in arrears. Applicants must be financially capable of supporting the project until such time as invoices are submitted and reimbursement is received.

Successful applicants must complete quarterly reporting and invoice packets which must contain receipts for each expense/line item claimed this includes but is not limited to: records of salaries paid, travel, conference fees and hotel accommodations as well as proof of overhead costs and indirect expenses. Reimbursement of expenses will only be made for expenses associated with a line item of the approved budget and has the proper supporting documentation.

## **CONTENT OF APPLICATION PACKAGE**

### **Proposals for **AB12****

**Must address one of the following Goals and/or Objectives of the State Plan**

- **Goal #2 – Individuals with developmental disabilities and their families become aware of their rights and receive the supports and services they are entitled to by law across the lifespan, including early intervention, transition into school, education, transition to adult life, adult services and supports, and senior services and supports.**
- **Goal # 9 – Working age adults with developmental disabilities have the necessary information, tools and supports to succeed in inclusive and gainful work opportunities.**
- **Goal #1 -- Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self determination, independence, productivity, integration and inclusion in all facets of community life.**

## **Completed applications must include the following elements:**

### **1. Cover Letter – The cover letter to the proposal must include:**

- A one paragraph description of the project
- Assurance that the applicant is financially capable of supporting the project until such time as the invoices are submitted and reimbursement is received.
- The applicant must indicate the following: "We have carefully read and understand all the provisions in this RFP and agree to be bound by them. We fully read and reviewed the terms and conditions as stated in the State Contracting Requirements, attached to the RFP, and, that by submitting a response understands that this document represents the agreement that we will be expected to execute if we are successfully awarded a Cycle 35 CPDG from the SCDD." No deviations or exceptions to this statement shall be accepted or permitted.

### **2. Project Data Sheet (Form available online and attached to this RFP)**

- Project Number -Leave blank (assigned by area board)
- Project Name- Provide a short descriptive name for the proposed project (55 character limit)
- Organization Name- Applicant's legal name
- Organization Website - If applicable, provide the applicant's website address
- Organization Address - Street and floor or suite number
- Organization City/State - City and State
- Organization Zip Code - five or nine digit zip code
- Taxpayer ID Number- Provide taxpayer identification number (TIN)
- Project Period- Month/Day/Year. Use numbers. (i.e., XX/XX/XXXX)

### **3. Project Information**

Type of Applicant-Select the type of applicant from the pull down menu (i.e., Non-profit, School District, County, etc.) Select only one. Partnerships/collaborations must choose one organization as the primary applicant.

Type of Project- Leave blank (Assigned by area board)

### **4. Project Funding**

The "total project costs" must equal the total of "SCDD grant funds" plus "applicant matching funds." The federal government is requiring matching funds on all grants awarded by the Council/area board. A match of 25% is required for Non-Poverty

areas and a 10% match is required for services that will be provided in poverty areas. The match may be in-kind funding. Indirect costs cannot exceed 15%.

**Grant Type-** Select Poverty or Non-Poverty from the pull down menu. The U.S. Census Bureau provides information on the percent of persons in poverty by state and county. Go to [www.census.gov/](http://www.census.gov/). In the "People" section, click on "Poverty". Click on "Small Area Income and Poverty Estimates" to access the state and county data.

**Contact Information-** List the appropriate individuals with whom the area board will communicate for the indicated purposes. Use the check box to auto-fill repetitive information for a contact. The auto-fill information can be over written if necessary (i.e. email addresses).

**Signatory Authority-** Identify the organization Director (CEO or equivalent) who can legally enter into a contractual agreement on behalf of the applicant.

## **5. Project Narrative (Form available online and attached to this RFP)**

The proposal must include a project narrative that includes the following sections and contents as described below. Do not exceed eight (8) pages.

**Abstract-** Provide a one paragraph abstract that clearly states the project goal, the major activities of the project and the impact it will have on people with developmental disabilities.

**Qualifications•** Describe your organization's qualifications to implement the proposed project, including your experience working with people with developmental disabilities.

**Collaboration-** Identify any organizations that will be collaborating on the project, and provide a brief description of their respective roles.

### **Methodology-**

- Provide a detailed narrative about the project, including information on the methodology to be used and an overview of project activities.
- Explain how the proposed project is consistent with the Council's mission.
- State who the target population is and why it is being targeted.
- If applicable, describe how the project benefits individuals from underserved communities and addresses cultural diversity.
  - Specify if the project targets individuals in a federally identified poverty area(s).
  - Describe the role of people with developmental disabilities in the project.
  - Provide a brief description of project functions for each staff and any subcontractors identified for the project.

### **Outcomes & Evaluation-**

- Describe the major expected outcomes of the project, and how successful completion of the project will impact people with developmental disabilities.
- Describe how you will evaluate the outcomes of the project
- Specify the expected number of people to be served by this project by the following categories:
  - Number of individuals with a developmental disability
  - Number of family members
  - Number of other individuals
  - Describe how activities will continue after the grant is completed.

### **6. Budget Detail Worksheet (Form available online and attached to this RFP)**

Develop a line item budget for the project, using the Budget Detail Worksheet included in this RFP. Include the names or position titles for each staff person to be paid from the project budget, as identified on the Organization Chart (see Item 5.b. below). Specify the total project costs for each line item,,, description of expenses, and the expense charged to SCDD/area board funds. Grant recipients are not required to provide a non-federal match, but they are encouraged to do so. If your organization is providing a match, identify the expenses under the Matching Funds column and identify the source of those funds.

### **7. The Following Attachments Are Required:**

- **Continuation of funding letter(s)** or verification. When possible, include a letter documenting the availability of funding for continuation of the project after the period of the grant.
- **Organizational Chart** - Provide an organizational chart for the proposal proposed project only, including sub-contractors where applicable. The organization chart must include a list of the names and position titles of the personnel staff and sub-contractors listed on the Budget Worksheet. The organizational chart does not need to include the entire agency or institution.
- **Personnel Information** - For each staff person employed by the project, including those identified on the Budget Detail Worksheet, provide Curricula Vitae/Resume, Duty Statement, and any applicable current Licenses and Credentials. If staff has not been hired, provide position descriptions.
- **Previous Grants/Awards** – List all grants/awards received from any entity during the last two years that benefit individuals with developmental disabilities. Include the name of the project, the funding source, contact person, telephone number, and the amount of the grant/award.
- **Payee Data Record** (Form available online and attached to this RFP)



- **Three (3) Letters of Support** - A minimum of three letters of support from three different entities is required. Applicants are urged to obtain letters of support from any collaborators that will be working on the project. Each letter must include the company/individual's name, address and contact person with the telephone number. At least one letter of support must be from an entity with recognized expertise in the area identified in the proposal. The letters should address (1) familiarity with the applicant and (2) the need for services outlined in the proposal. Letters of support received from entities and/or individuals that will financially benefit from the funding of this project will not be counted toward the required three letters of support. Council members, including state department appointees and employees of the Council or area board are ineligible to write letters of support.
- **Proposal Checklist** (Form available online and attached to this RFP)

Applicants must complete the attached Proposal Checklist to help ensure that all required items are included.

## **ESSENTIAL CRITERIA FOR ALL PROPOSALS**

:

- a. Proposals submitted must meet one or more of the State Plan goals and/or objectives identified by the area board in this RFP.
- b. Proposals submitted must serve individuals who meet the federal and state definition of developmental disabilities.
- c. Proposals submitted must be consistent with all applicable federal, state, and local government laws and regulations.
- d. Proposals must be complete, including all required attachments.

## **PROGRAM EVALUATION AND SELECTION PROCESS**

### 1. Overall Proposal Evaluation

Each eligible proposal will be scored as follows. A maximum of 100 points may be awarded by each member of the Area Board Grant Committee.

### 2. Criteria for Proposal Evaluation

25 pts. – The extent to which the proposal advances the state plan's goals and/or objectives. Measurable outcomes are identified and clearly defined.

25 pts. - The proposal describes the types of services/supports to be provided, using sound methodology that can achieve the outcomes identified in the proposal.

10 pts. - The applicant demonstrates the experience, knowledge, and ability to accomplish what is being proposed.

15 pts. - The proposed budget is reasonable and appropriate for accomplishing the identified program objectives and for reaching the target audience(s).

15 pts. - The proposal includes an appropriate method to determine if the project achieves the outcomes identified in the proposal..

10 pts. - The proposal outlines how it will address/impact underserved communities and cultural diversity. The target audience(s) is clearly delineated and is appropriate to the proposal.

## **ALLOWABLE AND NON-ALLOWABLE PDG GRANT COSTS**

The purpose of the PDG program is to provide resources necessary to initiate new services/supports that are creative, needed and innovative for people with developmental disabilities and their families. These funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding. Proposal budgets should include all necessary expenses for the applicant to complete their project.

Each line item in the budget will be reviewed to determine whether it is allowable and reasonable. The Council reserves the right to request a revised budget. The following list contains examples of allowable and non-allowable PDG contract expenditures.

1. Funds cannot be used to purchase real property.
2. Funds cannot be used to purchase childcare vouchers.
3. Funds may be used to modify facilities to meet fire and life safety requirements of the fire marshal and/or the licensing agency. The applicant will be required to submit three bids for any facility
4. Rent for an office and/or facility is a reimbursable expense, as long as staff funded through the grant is working at or from the office/facility. The rent should not exceed the rental rates for an equivalent size facility in the geographical area.
5. Equipment may be leased; however, it may not be leased with an option to purchase. The contractor shall provide area board with copies of agreements for equipment leased during the contract period.
6. Examples of equipment that may not be purchased or purchased only with prior approval include:
  - a. Motor vehicles may not be purchased.
  - b. Computers may only be purchased with prior approval from the area board.
  - c. Copy machines may not be purchased. However, they may be leased during the contract period.
  - d. Any equipment item that is attached to a facility or vehicle, which cannot be removed in usable condition from the facility or vehicle.

7. Funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
8. Any reimbursement for necessary travel expenses and per diem shall be at rates set in accordance with allowable state guidelines and per diem and mileage rates. Travel outside the State of California shall not be reimbursed.
9. Funds shall not be used to purchase food for participants at PDG sponsored conferences, trainings, seminars or workshops.
10. Costs related to disseminating information about project outcomes can only be included in the funding request if this expense is to be incurred during the term of the contract period.
11. No staff person can be committed to more than 100% of that person's time. The area board reserves the right to verify and determine reasonableness of staff time committed to other jobs/projects.
12. Funds may be used to secure insurance coverage that to assure that prior to the contract approval, Contractor, other than a self-insured public entity, can furnish to the area board Certificate(s) of Insurance stating that there is liability insurance presently in effect covering all of Contract's activities under this contract as appropriate of not less than \$500,000 per occurrence.

As a general rule, it can be assumed that equipment with a value under \$500 will be amortized and no longer property of the State after three years. For purposes of PDG, equipment item costs must be considered in terms of the end usable product, e.g., a bed is considered the sum of the cost of the mattress, box springs and frame. Applicants should contact the area board concerning items over \$500. All equipment will be inventoried and be issued a state identification tag identifying each as the property of the State until such time as it is released by the State.

### **NOTICE of INTENT TO AWARD CONTRACTS AND PROTESTS**

Each Area Board's recommendations for grant awards will be presented to the Program Development Committee (PDC) for consideration at its September meeting. A final decision to award contracts will be made by the State Council on Developmental Disabilities (SCDD) at its November 14, 2013 meeting.

A written protest may be filed with the Chairperson of the SCDD during the period November 15-25, 2013. The protest letter must be received at the SCDD office before 5:00 p.m. on November 25, 2013

The written protest must outline specifically what the applicant is protesting and why the protest is being filed. Protests are limited to those instances where the area board did not

follow the guidelines for accepting and evaluating the proposal. The decision of the SCDD Chairperson shall be final.

Pending successful completing of the protest period, a "Notice of Intent to Award Contract" will be posted September 30, 2013 at [www.scdd.ca.gov](http://www.scdd.ca.gov) and at the local area board office.